

**APPENDIX C
COMPUTATION OF SERVICE**

Overview

Introduction This appendix will guide you through the procedures needed to compute service.

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Introduction to Computation Procedures

Introduction

In this section you will learn the procedures to compute the following:

- Creditable Service
- Deductible Time
- Pay Base Date
- Active Duty Base Date
- Date of Rank
- Expiration of Enlistment
- Creditable Sea Duty

Procedure Tables

There are procedure tables on each of the above throughout this section. Use the appropriate table on every computation.

Creditable Service

Introduction	In this section we will deal with the rules and procedures for computing creditable service.
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Rules	<p>Before you learn the procedures for computing creditable service, you need to know the following:</p> <ul style="list-style-type: none">• In computing creditable service, consider all months to have 30 days. Like pay, creditable service is on a 30 day month basis with two exceptions:<ol style="list-style-type: none">1. Active duty for training and/or other active duty for periods of less than 30 consecutive days is always computed day-for-day, and the 31st day of the month is counted.2. In deductible time computations, the 31st day of the month is counted when deductible time commences on the 31st day of the month.• Never change the beginning dates when doing computations.• When your ending date is the last day of the month and other than the 30th, (as in the 31st or 28th/29th Feb) change it to the 30th, except for computation of Expiration of Enlistment (see page 26).• When subtracting one date from another date, always ADD 1 day for inclusive dates. This puts the beginning date back into the computation.• When subtracting time from a date, DO NOT add a day.
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Inclusive Dates	<p>An inclusive date is a date that needs to be accounted for in your computation. Inclusive meaning “to include” is a term used for date that form the boundaries of the days that you need to account for. For example if you departed on leave the 4th of April and returned on the 11th of April, you “inclusive dates” of leave would be 5 to 10 April. The 5th to 10th of April make up the boundaries of the days you were on leave. So when you determine the “beginning date” and “ending date” you are establishing the inclusive dates.</p>
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Creditable Service, Continued

Adding An Inclusive Day

Using the example on the previous page, it was determined that the inclusive dates of leave were 5 APR to 10 APR. Now if we were to count those days: 5,6,7,8,9,10, we would come up with 6 days. But computations of service are done by subtracting a date (beginning date) from a date (ending date).

$$\begin{array}{r} 90\ 04\ 10 \text{ last day of leave (Ending date)} \\ 90\ 04\ 05 \text{ first day of leave (Beginning date)} \\ \hline 05 \end{array}$$

As you can see when a date is subtracted from another date, the beginning date is lost, due to the subtraction. This is why an “inclusive day” is added to the total, so the inclusive date that was lost (in this case the 5th of April) can be accounted for.

$$\begin{array}{r} 90\ 04\ 10 \text{ Ending date} \\ 90\ 04\ 05 \text{ Beginning date} \\ \hline 05 \\ + \quad 01 \text{ Inclusive day} \\ \hline 06 \end{array}$$

Changing Dates

Before you can change a date always ask yourself these four questions:

- Is the date an ending date?
- Is the computation base on Pay (30-day month basis)?
- Is the ending date the last day of the month?
- Is the ending date other than the 30th?

If yes is the answer to **all** of these questions then you must change the date to the 30th. But, if the answer is **no** to just one of these questions do not change the date. Always remember that the answer must be yes to all four questions before you can change the date.

Continued on next page

Creditable Service, Continued

February

When using the month of February:

- (a) In a leap year, if ending date is the 29th, change to the 30th when computing for pay.
- (b) If the ending date is 28 February of a leap year, leave it as 28 February since the 28th isn't the last day of the month in a leap year.
- (c) If the ending date is 28 February in a **Non-Leap** year change to the 30th when computing using the **30-Day Rule**.

COMMENT: Leap years come every 4 years.

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Creditable Service, Continued

**Procedure
Table #1
Creditable
Service**

Use the following steps in computing Creditable Service.

Step	Procedure
1	List the date of release from the Coast Guard or other Service. (Ending Date) If date of release is the last day of the month and other than the 30th change to the 30th.
2	Minus the date entered the Coast Guard or other Service. (Beginning Date) (Never Change)
3	Plus one day (01) for inclusive date
4	Plus any prior military service (If applicable)
5	Minus deductible time for Pay purposes.

Example #1

Let's take an arbitrary enlistment and discharge date and use the rules mentioned earlier to come up with creditable service. In doing creditable service our final answer must be in **Years, Months, and Days** not a date. **Seaman Smith enlisted in the Coast Guard on 27 March 1984 and discharged on 24 March 1988.**

- Step 1 - List the date of release from the Coast Guard.

88 03 24 Discharge Date

(Notice the format, Year, Month, Day)

- Step 2 - Minus the date entered the Coast Guard.

88 03 24 Discharge Date

-88 03 27 Enlistment Date

Continued on next page

Creditable Service, Continued

**Example #1,
Continued**

What you will be doing is simple math - borrowing, subtracting or adding. Start the computation by subtracting the day's column.

$$\begin{array}{r} 02\ 54 \\ 88\ 03\ 24\ \text{Discharge Date} \\ -\ 84\ 03\ 27\ \text{Enlistment Date} \end{array}$$

We know that we cannot subtract 27 from 24. We need to borrow one month, which is equal to 30 days from the month's column, and add it to the 24 days to make 54.

Since we borrowed from the month column, we must change the 03 to a 02.

Next we need to work on the months column. Since we cannot subtract 03 from 02, we need to borrow from the year column. Borrow 12 months (01 year) and add it to the 02 months to make it 14 months.

$$\begin{array}{r} 14 \\ 87\ 02\ 54 \\ 88\ 03\ 24\ \text{Discharge Date} \\ -\ 84\ 03\ 27\ \text{Enlistment Date} \end{array}$$

Because we borrow one year from the year column and converted it for use in the month's column, we must change the 88 to 87.

Continued on next page

Creditable Service, Continued

Example #1 Continued

We now have a workable problem. Subtract do the days, months, and years.

$$\begin{array}{r} 14 \\ 87\ 02\ 54 \\ 88\ 03\ 24\ \text{Discharge Date} \\ -\ 84\ 03\ 27\ \text{Enlistment Date} \\ \hline 03\ 11\ 27 \end{array}$$

- Step 3 - So far our answer came out to be 03 years, 11 months and 27 days.
Now remember our rule, anytime you subtract two dates you must add 01 inclusive day.

$$\begin{array}{r} 14 \\ 87\ 02\ 54 \\ 88\ 03\ 24\ \text{Discharge Date} \\ -\ 84\ 03\ 27\ \text{Enlistment Date} \\ \hline 03\ 11\ 27 \\ +\ \quad 01\ \text{Inclusive day} \\ \hline 03\ 11\ 28 \end{array}$$

For total creditable service our member has 03 years, 11 months, 28 days for pay purposes.

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Creditable Service, Continued

Example #2

This time we will do one where you have to change the ending date.

YN1 Smith who enlisted in the Coast Guard on 3 August 1984 and discharged on 31 July 1988.

- Step 1 - List the date of Release from the Coast Guard.

88 07 31 Discharge Date (Ending Date)

- Step 2 - Minus the date entered the Coast Guard

88 07 31 Discharge Date (Ending Date)
- 84 08 03 Enlistment Date

Before we can do this problem we need to ask the following questions, based on our rules.

1. Is this computation for pay purposes? **Yes, Creditable Service is a pay computation.**
2. Is the ending date the last day of that month? **Yes, 31 July is the last day of July.**
3. Is ending date other than the 30th? **Yes, the 31st.**
What does the rule tell you to do? It tells you to change 31st to 30th since **pay** is on a **30-day month basis**.

30
88 07 31 Discharge Date (Ending Date)
- 84 08 03 Enlistment Date

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Creditable Service, Continued

**Example #2
Continued**

Looking at the problem you can see that 07 cannot subtract 08. You have to borrow one year (12 months) and add it to the 07 to make 19. We now have a workable problem, subtract down the days, months, and years.

$$\begin{array}{r} 87\ 19\ 30 \\ 88\ 07\ 31\ \text{Discharge Date (Ending Date)} \\ -\ 84\ 08\ 03\ \text{Enlistment Date} \end{array}$$

03 11 27

- Step 3 - Since you subtracted two dates you have to add 01 day inclusive.

$$\begin{array}{r} 87\ 19\ 30 \\ 88\ 07\ 31\ \text{Discharge Date (Ending Date)} \\ -\ 84\ 08\ 03\ \text{Enlistment Date} \end{array}$$
$$\begin{array}{r} 03\ 11\ 27 \\ +\ \underline{\quad 01\quad} \text{Inclusive day} \end{array}$$

03 11 28

Our member has a total creditable service of 03 years, 11 months, and 28 days for pay.

Remember

Never forget to ask yourself the four questions before changing a date.

- Is the date an ending date?
 - Is the computation base on Pay (30-day month basis)?
 - Is the ending date the last day of the month?
 - Is the ending date other than the 30th?
-

Deductible Time

Introduction	You've read that deductible time is a period that does not count as creditable service. This is bad time -- time which needs making up. In this lesson will cover the rules for computing deductible time.
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What time is deductible?	<p>The following time is deductible and needs making up.</p> <ul style="list-style-type: none">• Unauthorized Absence in excess of 24 hours• Sickness due to own misconduct:<ul style="list-style-type: none">Absence due to abuse of alcohol or drugs.Refusal to submit to medical treatment.Concealing disease or injury.• Confinement:<ul style="list-style-type: none">Civil Arrest <p>Confinement awaiting trial & disposition of courts-martial case Confinement under sentence as a result of a courts-martial.</p>
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When does deductible time start and finish?	<h3>First Day of Deductible Time</h3> <ul style="list-style-type: none">• Day of departure (time leave, liberty, or authorized travel time expires).• Day of absence due to illness caused by own misconduct.• Day taken into custody by civil authorities.• Time liberty or leave expires, if absence due to own misconduct or custody by civil authorities occurs during authorized leave or liberty.
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Last Day of Deductible Time

- Last full day of unauthorized absence (day **prior** to return to full duty status).
- **DO NOT** count the day of return as deductible time. **Day of return is a day of duty regardless of time of day.**

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Deductible Time, Continued

**Procedures for
Deductible
time**

There are different procedures for computing deductible time. The procedure used will be based on whether it is for Pay purposes or Expiration of Enlistment purposes.

(1) Is the period of absence over 24 hours?

If yes continue. If no STOP, the period of absences is not deductible

(2) Is the purpose of computation for Pay or Expiration of Enlistment?

The answer to this will determine which procedure table you will use. If the answer is both, be sure to work you pay and expiration of enlistment procedures separately.

(3) If the purpose is for expiration of enlistment, does unauthorized absence involve a single month or multiple months?

The answer to this will determine which expiration of enlistment procedure table you will use.

**Procedure for
Pay Purposes**

Deductible Time for Pay Purposes

- Compute deductible time for pay purposes when the computation is for:

Creditable Service

Pay Base Date

Active Duty Base Date

Date of Rank

Creditable Sea Duty

- Compute all months on a 30-day basis.

Comment

Only deduct actual paydays for deductible time for pay purposes. Since the 31st isn't a day of pay, don't count it as deductible day for pay purposes.

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Deductible Time, Continued

**Procedure
Table #2
Deductible
time for Pay**

Use the following steps in computing deductible time for Pay (30-day month basis computation).

Step	Procedure
1	Determine the date of departure. This is the Beginning Date. (Never Change)
2	Determine the date prior to returning to full duty status. This is the Ending Date. If the ending date is the last day of the month and not the 30th, change it to the 30th.
3	Subtract the Beginning Date from the Ending Date.
4	Add 1 day for inclusive dates.

Remember

Procedure table #2 is used to compute deductible time for all 30 day based computations (creditable service, pay base date, active duty base date, date of rank and creditable sea duty).

**Procedure for
Expiration of
Enlistment
Purposes**

Deductible Time for Expiration of Enlistment purposes.

- Compute on a **day for day basis**, as you would on a calendar.
 - Deductible time is computed on **actual** full days of absence. Do not change the ending date.
-

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Deductible Time, Continued

Days in the month

It is very important for you to know how many days are in a given month. Listed below are the number of days in each month:

- Jan - 31 days
 - Feb - 28 days (29 for leap years)
 - Mar - 31 days
 - Apr - 30 days
 - May - 31 days
 - Jun - 30 days
 - Jul - 31 days
 - Aug - 31 days
 - Sep - 30 days
 - Oct - 31 days
 - Nov - 30 days
 - Dec - 31 days
-

Procedure Table #3

Use the following steps in computing deductible time for **Expiration of Enlistment** when unauthorized absence happens within a **single month**.

Deductible Time for Expiration of Enlistment (Single Month)

Step	Procedure
1	Determine the date of departure. This is the Beginning Date. (Never Change)
2	Determine the date prior to returning to full duty status. This is the Ending Date. (Never Change)
3	Subtract the Beginning Date from the Ending Date.
4	Add 1 day for inclusive dates.

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**APPENDIX C
COMPUTATION OF SERVICE**

Deductible Time, Continued

Procedure Table #4 Use the following steps in computing deductible time for expiration of enlistment when unauthorized absence involves multiple months.

Deductible Time for Expiration of Enlistment (Multiple Months)	Step	Procedure
	1	Determine the date of departure. This is the Beginning Date. (Never Change)
	2	Determine the last day of the month in the month the member departed. (Don't change to the 30th) Example - if departure date is 20 March the last day of the month would be 31 March.
	3	Subtract the Beginning Date from the last day of the month member departed. Example - 31 March minus 20 March is 11 days.
	4	Add 1 day for inclusive dates. Example - 11 days plus 1 inclusive day is 12 days
	5	Add remaining days of deductible time in the next month(s). (If any) Example - if member returned on 4 April the deductible days in April would be 3. 12 days from March plus 3 days from April equals 15 days total deductible time.

Comment Procedure table #4 is used to compute unauthorized absence, which occurs in two different months for expiration of enlistment purposes. Step 5 (add remaining days of deductible time in the next month) will **not always** be used.

Example - Member departs on unauthorized absence on 14 October and returns 1 November.

The last day of deductible time is the day prior to returning to full duty status (in this case 31 October), there would be no deductible time in the next month (November) since the day of return (1 November) is a day of duty.

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Deductible Time, Continued

Example #1

Below are some examples of deductible time involving Pay & Expiration of Enlistment within the same month.

MK3 Michael declared on unauthorized absence (UA) 0730, 15 March 1987 and returned at 1900, 21 March 1987.

Remember the 3 questions you must ask before we can work the computation?

- Question 1 - Is the period of absence over 24 hours? **Yes**
- Question 2 - Is the Purpose of computation for pay or expiration of enlistment?
Both
- Question 3 - If the purpose is for expiration of enlistment, does unauthorized absence involve a single or multiple months? **Single**

Since the answer to question #2 is both, that means you need to first use procedure table #2 (pay purposes). Look at the example below:

87 03 20	Ending Date
- 87 03 15	Beginning Date
00 00 05	
+ 01	Inclusive day
00 00 06	Total deductible time for pay

Now let's do the expiration of enlistment computation. Since the answer to question #3 is single month use procedure table #3

Look at the example below:

87 03 20	Ending Date
- 87 03 15	Beginning Date
00 00 05	
+ 01	Inclusive day
00 00 06	Total deductible time for expiration of enlistment

Comment

All **single** month computations will have the same answer, but different procedure tables are used to avoid confusion. Remember **procedure table #2 is used for all pay computations**, single and multiple month unauthorized absence periods. Always use the correct procedure table.

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Deductible Time, Continued

Example #2

The total deductible time for pay & expiration of enlistment won't always be the same. Always work your computations for pay first then for expiration of enlistment. Let's look at example of absence occurring over two months.

SN Ross went on UA at 0730, 15 March 1987 and returned 0730, 1 April 1987.

- Question 1 - Is the period of absence over 24 hours? **Yes**
- Question 2 - Is the purpose of computation for pay or expiration of enlistment?
Both

Question 3 - If the purpose is for expiration of enlistment, does unauthorized absence involve a single month or multiple months? **Multiple**

Using procedure table #2 we will first work the problem out for **pay purposes**.

30	
87 03 31	Ending Date
- 87 03 15	Beginning Date
00 00 15	
+ 01	Inclusive Day
00 00 16	Total deductible time for pay

Since the ending date was the last day of the month and other than the 30th, we had to change it to the 30th.

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Deductible Time, Continued

**Example #2,
Continued**

Now let's work the problem out for expiration of enlistment purposes using procedure table #4.

87 03 31	Last day of the month member departed
- 87 03 15	Beginning Date
00 00 16	
+ 01	Inclusive Day
00 00 17	Total deductible time for Expiration of Enlistment

Notice step #5 wasn't used for this problem. The last day of the month the member departed (31 March) is also the day prior to return from Unauthorized absence. The day of return (1 April) is a day of duty.

Continued on next page

Deductible Time, Continued

Example #3

Let's do another multiple month absence computation.

SN Johnson went UA at 1400, 29 July 1988 and returned 0830, 4 August 1988.

Let's do the computation for **pay** first. Remember to use the correct procedure table. Always use procedure table #2 for **all** pay computations regardless of number of months involved.

$$\begin{array}{r} 07\ 33 \\ 88\ 08\ 03\ \text{Ending Date} \\ -\ 88\ 07\ 29\ \text{Beginning Date} \\ \hline 00\ 00\ 04 \\ +\ \quad\ 01\ \text{Inclusive Day} \\ \hline 00\ 00\ 05\ \text{Total deductible time for pay} \end{array}$$

Now let's do the computation for expiration of enlistment. Remember when doing a computation for expiration of enlistment involving 2 different months you must use procedure table #4.

$$\begin{array}{r} 88\ 07\ 31\ \text{Last day of month of departure month} \\ -\ 88\ 07\ 29\ \text{Beginning Date} \\ \hline 00\ 00\ 02 \\ +\ \quad\ 01\ \text{Inclusive Day} \\ \hline 00\ 00\ 03\ \text{Deductible time for July} \\ +\ \quad\ 03\ \text{Deductible time for days in August (1 to 3 August inclusive)} \\ \hline 00\ 00\ 06\ \text{Total deductible time for Expiration of Enlistment} \end{array}$$

Notice step #5 was used for this problem. Since the day of return from unauthorized absence is 4 August, the last day of deductible time is 3 August, giving us 3 days deductible for the month of August.

**APPENDIX C
COMPUTATION OF SERVICE**

Pay Base Date

Introduction

You've read that Pay Base Dates include both active and inactive service. A Pay Base Date is the actual or constructive date of original entry in the service, which is creditable for pay purposes. In this lesson you will learn how to compute or construct a pay base date.

Date Conversion Chart

When your final computation is not a real date, use the 30 Day Rule to convert to a true date (Except in some cases involving February). When computation ends in double zeros, use the Date Conversion chart provided below.

If your computation is:	Your date will be:
88 01 00	87 DEC 31
88 02 00	88 JAN 31
88 02 28	88 FEB 28
88 02 29	88 FEB 29
87 02 29	87 FEB 29*
88 02 30	88 MAR 01
88 02 31	88 MAR 01
88 03 00	88 MAR 01
88 04 00	88 MAR 31
88 05 00	88 APR 30
88 06 00	88 MAY 31
88 07 00	88 JUN 30
88 08 00	88 JUL 31
88 09 00	88 AUG 31
88 10 00	88 SEP 30
88 11 00	88 OCT 31
88 12 00	88 NOV 30
88 00 00	87 NOV 30
88 00 01	87 DEC 01

Comment

If a pay based date computation ends as 29 February, leave as 29 February regardless if the year is a leap year. The year 1988 in the chart above is hypothetical. You can use this chart in any year.

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**APPENDIX C
COMPUTATION OF SERVICE**

Pay Base Date, Continued

**Procedure
Table #5 Pay
Base Dates**

Use the following steps in computing a pay base date:

Step	Procedure
1	List the date of current entry into the Coast Guard
2	Subtract Prior Military Service (active & inactive)
3	Add deductible time for pay (if any)
4	If the result is not a date, convert to a true date using the 30-Day Rule or Date Conversion Chart.

Example #1

MK3 Allen enlisted in the Coast Guard on 15 April 1988. He also has 04 Years 00 months and 00 days of Prior military service. No deductible time.

- Step 1 - List the date of current entry in the Coast Guard

88 04 15

- Step 2 - Subtract prior military service.

88 04 15 Enlistment Date
- 04 00 00 Prior military Service
84 04 15

Comment

Notice in Step 2 we did not add 1 inclusive day, because 04 00 00 is not a true date, it's a period of time.

Continued on next page

Pay Base Date, Continued

Example #2 Let's try one with deductible time involved.

YN3 Herbert enlisted on 22 March 1986 and has 08 days deductible time (1 June 86 to 8 June 86 inclusive). No prior service.

- Step 1 - List the date of current entry in the Coast Guard

86 03 22

- Step 2 - Subtract prior military service.

86 03 22 Enlistment Date
- 00 00 00 Prior Military Service
86 03 22

- Step 3 - Plus deductible time for pay.

86 03 22 Enlistment Date
- 00 00 00 Prior Military Service
86 03 22
+ 00 00 08 Deductible time
86 03 30 Convert to: 86 March 30 (pay base date)

Comment Once you arrive at an actual date (one you know is on the calendar do not change it).

Active Duty Base Dates

Introduction

In your reading in Section B, you read that an Active Duty Base Date is the date on which seniority for retirement begins.

Only active time is used.

Procedure Table #6 Active Duty Base Dates

Compute Active Duty Base Date the same way as Pay Base Dates (except only active duty counts), as in computing months on a 30 days basis.

Use the following steps in computing an Active Duty Base Date:

Step	Procedure
1	List date member last entered on active duty.
2	Subtract the amount of previous active duty or active duty for training. (Weekend drills for reserve do no count.)
3	Add any deductible time for pay.
4	If the result is not a date, convert to a true date using the 30-Day Rule or Date Conversion Chart on page 19.

Continued on next page

Active Duty Base Dates, Continued

Example #1

SK3 Thomas enlisted in the Coast Guard on 19 August 1988. He has prior Active Service in the Marine Corps of 03 years 11 months and 26 days. Not deductible time.

- Step 1 - Determine the date member last entered Active Duty.

88 08 19

- Step 2 - Subtract the amount of prior Active Duty.

19
87 07 49
88 08 19 Enlistment Date
- 03 11 26 Prior Active Duty
84 08 23

- Step 3 - Add any deductible time. **None**
 - Step 4 - Convert results into a True Date. **84 August 23**
-

Comment

Notice an inclusive date was not added, due to 03 11 26 being a period of time and not a true date.

Continued on next page

Active Duty Base Dates, Continued

Example #2

Now let's try one using deductible time and prior active service.

ET2 Kerns enlisted in the Coast Guard on 24 August 1987 with 04 years 00 months and 00 days of prior active service. Since enlisting in the Coast Guard he has 8 days of deductible time.

- Step 1 - Date member last entered active duty

87 08 24

- Step 2 - Subtract the amount of prior Active Duty.

87 08 24 Enlistment Date
- 04 00 00 Prior Active Duty

83 08 24

- Step 3 - Add any deductible time.

87 08 24 Enlistment Date
- 04 00 00 Prior Active Duty

83 08 24
+ 00 00 08 Deductible time

83 08 32

- Step 4 - Convert to a True Date.

83 08 32
- 30 days

83 09 02

83 September 02

Comment

Remember the 30-day rule, we have to subtract 30 days from 32 because 30 days is a month. Carry 30 days over to the month's column.

Date of Rank

Introduction Date of Rank is the actual or constructive date of advancement. The date of rank is for advancement purposes within the present rating and is based on a 30-day month.

Date of Rank Use the following steps in computing a new Date of Rank for members on active duty:

Step	Procedure
1	List the date of latest advancement or most current date of rank or list the date of latest enlistment.
2	<p>The following rules apply:</p> <ul style="list-style-type: none">• Subtract periods of creditable Coast Guard (USCG) or Coast guard Reserve (USCGR) active duty.• Only time previously served in the present or higher pay grade in the USCG or USCGR, under continuous active service conditions within three months of separation is creditable.• Members with broken service (out of service over three months) will have their Date of Rank based on the effective date of their reenlistment.• When calculating prior active service, each month will be considered to have 30 days, unless the active duty was for a period of less than 30 consecutive days.• Members who return to active duty from the CNC program will receive full credit for any TIR formerly creditable prior to their separation under the CNC program. However, to be eligible to participate in SWE competition, they must serve half the minimum TIR required for advancement after returning to active duty.
3	Add deductible time for Pay.
4	If the result is not a true date, convert to a true date using the 30-Day Rule or Date Chart.

Date of Rank, Continued

Example #1
Initial
Enlistment

Member enlisted in the USCG on 19 August 1996 as a SR. The member has no prior Coast Guard or Coast Guard reserve service.

- Step 1 - Member enlists in the USCG as E1.

96 08 19

- Step 2 - Subtract prior USCG/USCGR active service

96 08 19 Date member enlisted in USCG as E1
+ 00 00 00 prior USCG/USCGR active service

96 08 19

96 08 19 New Date of Rank

Example #2
Entered
USCG,
RELAD,
reenlisted
USCG in same
rate/grade

Member reenlisted in the USCG on 19 August 1996 as a BM3. The member had prior active USCG service from 2 July 1992 to 1 July 1996. During this service the member's pay grade history was as follows:

92 07 02 E1
92 09 10 E2
93 06 01 E3
94 07 01 E4 (BM3)

- Step 1 - Member enlists in the USCG as E4 (BM3)

96 08 19

Continued on next page

**APPENDIX C
COMPUTATION OF SERVICE**

Date of Rank, Continued

Example #2**Entered****USCG,****RELAD,****reenlisted****USCG in same****rate/grade,****continued**

- Step 2 - Member's prior active service in pay grade E4 or above.

	96 07 01	Date of initial expiration of enlistment
-	94 07 01	Date member initially advanced to E4 (BM3)
	02 00 00	
	+1	
	02 00 01	

- Step 3 - Subtract prior USCG/USCGR active service in pay grade E4 (BM3) or above.

	96 08 19	Date member enlisted in the USCG as E4 (BM3)
-	02 00 01	Prior USCG/USCGR active service in pay grade E4 (BM3) or above

94 08 18

94 08 18 New Date of Rank

Example #3**Entered****USCG,****RELAD,****reenlisted****USCG in lower****rate/grade**

Member reenlisted in the USCG on 19 August 1996 as a BM3. The member had prior active USCG service from 2 July 1992 to 1 July 1996. During this service the member's pay grade history was as follow:

	92 07 02	E1
	92 09 10	E2
	93 06 01	E3
	94 07 01	E4 (BM3)
	96 01 01	E5 (BM2)

- Step 1 - Member enlists in the USCG as E4 (BM3)

96 08 19

Continued on next page

Date of Rank, Continued

Example #3

Entered

USCG,

RELAD,

reenlisted

USCG in lower

rate/grade,

continued

- Step 2 - Member's prior active service in pay grade E4 or above.

	96 07 01	Date of initial expiration of enlistment
-	94 07 01	Date member initially advanced to E4 (BM3)
	02 00 00	
	+1	
	02 00 01	

- Step 3 - Subtract prior USCG/USCGR active service in pay grade E4 (BM3) or above.

	96 08 19	Date member enlisted in the USCG as E4 (BM3)
-	02 00 01	Prior USCG/USCGR active service in pay grade E4 (BM3) or above

94 08 18

94 08 18 New Date of Rank

Example #4

Discharged

from USCGR,

entered USCG

in same pay

grade

Member was discharged from the USCGR on 27 January 1997 as an E3 and enlisted in the USCG on 28 January 1997 as an E3. The member had prior USCGR service from 6 June 1995 to 27 January 1997. Member has the following pay grade history in the USCGR.

95 06 06 E1
95 07 28 E2
96 11 16 E3

- Step 1 - Member enlists in the USCG as an E3.

97 01 28

Continued on next page

Date of Rank, Continued

Example #4
Discharged
from USCGR
and entered
USCG in same
pay grade,
continued

- Step 2 - Subtract prior USCG/USCGR active service in pay grade E3 or above since 96 11 16 (date first made E3)
- 97 01 28 Date member enlisted in the USCG as an E3
- 00 00 00 Prior USCG/USCGR active service in pay grade E3 or above since 96 11 16 (date first made E3). **Member was not on AD during this time frame.**

97 01 28

97 01 28 New Date of Rank

Example #5
Discharged
from USCGR
and entered
USCG in lower
pay grade

Member enlisted in the USCG on 3 November 1996 as an SA. The member had prior USCGR service from 5 July 1995 to 2 November 1996 and was on active duty for the following periods:

95SEP07 - 95DEC23
96JUL29 - 96AUG11

Member has the following pay grade history in the USCGR:

95 06 05 E1
95 12 23 E2
96 07 01 E3

Step 1 - Member enlists in the USCG as an E2.

96 11 03

Step 2- Member's prior active service in pay grade E2 or above.

- (1) 1 day of ADT on 95 12 23
- (2) 14 days of ADT 96 07 29 through 96 08 11 (day for day, since less than 30 days active)

15 days total

Continued on next page

**APPENDIX C
COMPUTATION OF SERVICE**

Date of Rank, Continued

Example #5
Discharged
from USCGR
and entered
USCG in lower
pay grade,
continued

- Step 3- Subtract prior USCG/USCGR active service in pay grade E2 or above.

96 11 03 Date member enlisted in the USCG as an E2

- 00 00 15 Prior USCG/USCGR active service in pay grade E2 or above

(1) 1 day of ADT on 95 12 23

(2) 14 days of ADT 96 07 29 through 96 08 11

15 days total

96 10 18

96 10 18 New Date of Rank

Example #6
Member of
USCG
advanced, was
reduced,
discharged,
reenlisted
USCG
(continuous
service)

Member enlisted in the USCG on 3 January 1997 as a BM3. The member had prior USCG service from 14 November 1993 to 31 October 1996. Member's pay grade history was as follows:

- 93 11 14 E1
- 94 01 30 E2
- 94 03 01 E3
- 95 01 01 E4 (BM3)
- 95 02 01 E3
- 95 08 01 E4 (BM3)
- Step 1 - member enlists in the USCG as an E4 (BM3).

97 01 03
 - Step2 - Prior USCG/USCGR active service in pay grade E4 or above

96 10 30 Date of initial expiration of enlistment (for computation purposes 30 October 1996 will be used vice 31 October 1996)

- 95 08 01 Date member re-attained the rank of E4 (BM3)

01 02 29

+1

01 02 30 therefore 01 03 00

Continued on next page

**APPENDIX C
COMPUTATION OF SERVICE**

Date of Rank, Continued

Example #6
Member of
USCG
advanced, was
reduced,
discharged,
reenlisted
USCG
(continuous
service),
continued

- Step 3 - Subtract prior USCG/USCGR active service in pay grade E4 or above (during period 1 August 1995 to 31 October 1996).
- | | |
|------------|---|
| 97 01 03 | Date member enlisted in the USCG as E4 (BM3) |
| - 01 03 00 | Prior USCG/USCGR active service in pay grade E4 (BM3) or above (during period 1 August 1995 to 31 October 1996) |
| <hr/> | |
| 95 10 03 | |
| <hr/> | |
| 95 10 03 | New Date of Rank |

Example #7
Member of
USCG
separated for
CNC program,
reenlisted in
same pay
grade

Member reenlisted in the USCG on 8 August 1996 as a YN3. The member had prior USCG service from 9 May 1988 to 3 July 1995.

Member has the following pay grade history in the USCG:

88 05 09	E1
88 07 15	E2
89 01 17	E3
91 06 01	E4 (RM3)
92 09 25	E4 (YN3)

- Step 1 - Member enlists in the USCG as an E4 (YN3).

96 08 08

- Step2 - Prior USCG/USCGR active service in pay grade E4 or above

95 07 03	Date of initial expiration of enlistment
- 92 09 25	Date member re-attained the rank of E4 (YN3)
<hr/>	
02 09 08	
+1	
<hr/>	
02 09 09	

Continued on next page

**APPENDIX C
COMPUTATION OF SERVICE**

Date of Rank, Continued

Example #7
Member of
USCG
separated for
CNC program,
reenlisted in
same pay
grade,
continued

- Step3 - Subtract prior USCG/USCGR active service in pay grade E4 or above (same rating during period 25 September 1992 to 3 July 1995)

96 08 08 Date member enlisted in the USCG as E4 (YN3)

- 02 09 09 Prior USCG/USCGR active service in pay grade E4 or above (same rating during period 25 September 1992 to 3 July 1995)

93 10 29

93 10 29 New Date of Rank

Example #8
Member
resumed
enlisted status
upon
termination of
appointment as
a temporary
officer

Member resumed enlisted status in the USCG on 1 June 1996 as a BM1.

Member has the following pay grade history in the USCG:

82 06 14 E1
82 08 20 E2
83 11 16 E3
84 06 09 E4 (BM3)
85 10 01 E5 (BM2)
92 07 01 E6 (BM1)
93 10 19 E6 (OCUI1)
94 03 04 O1E
95 09 04 O2E

- Step 1 - Member resumes enlisted status in the USCG as an E6 (BM1).

96 06 01

- Step2 - Prior USCG/USCGR active service in pay grade E6 or above

94 03 03 Date of initially appointed as temporary officer

- 92 07 01 Date of member's initial attainment of E6

01 08 02

+1

01 08 03

Continued on next page

Date of Rank, Continued

Example #8
Member
resumed
enlisted status
upon
termination of
appointment as
a temporary
officer,
continued

- Step3 - Subtract prior USCG/USCGR active service in pay grade E6
96 06 01 Date member resumed enlisted status in the USCG as E6
- 01 08 03 Prior USCG/USCGR active service in pay grade E6 or
above (during period 1 July 1992 to 3 March 1994)
94 09 28
94 09 28 New Date of Rank
-

Expiration of Enlistment

Introduction

Expiration of enlistment computations are on a **day for day** basis. Only active military service is creditable. This section provides examples of how to compute expiration of enlistment given the term of enlistment, extensions, and any deductible time.

Procedure Table #8 Expiration of Enlistment

Use the following steps in computing an Expiration of Enlistment.

Step	Procedure
1	Determine the date of entry into the Coast Guard.
2	Plus term of enlistment
3	Minus 01 day
4	Plus, if applicable, deductible time for expiration of enlistment. (day for day basis)
5	If the result is not a true date, convert to true date using the day for day rule.
6	Plus, if applicable, term of extension
7	Minus 01 day
8	If the result is not a true date, convert to true date using the day for day rule.
9	Repeat steps 4,5,6,7 and 8, computing any reextensions and/or periods of deductible time

Days in the month

When you need to convert to a true date it is very important for you to know how many days are in a given month. Listed below are the number of day in each month.

• Jan - 31 days	• Jul - 31 days
• Feb - 28 days (29 for leap years)	• Aug - 31 days
• Mar - 31 days	• Sep - 30 days
• Apr - 30 days	• Oct - 31 days
• May - 31 days	• Nov - 30 days
• Jun - 30 days	• Dec - 31 days

Continued on next page

Expiration of Enlistment, Continued

Example Deductible Time

YN2 Crane enlisted in the Coast Guard on 25 May 1984 for 04 years. He also has 17 days for deductible time for expiration of enlistment purposes.

- Step 1 - Determine date of entry into the Coast Guard.

84 05 25 Date of entry (Enlistment)

- Step 2 - Plus term of enlistment.

84 05 25	Date of entry (Enlistment)
+ 04 00 00	Term of Enlistment
88 05 25	

- Step 3 - Minus 01 day

88 05 25	
- 01	Day
88 05 24	Normal Expiration of Enlistment

- Step 4 - Plus deductible time for expiration of enlistment

88 05 24	
+ 17	Days of deductible time
88 05 41	

- Step 5 - Convert to a true date using the day for day rule

88 05 41		
- 31		
88 06 10		
88 June 10	New Expiration of Enlistment	

Subtract the number of days that belong to the month in the month's column (in this case May). Add the remaining days to the next month(s).

Note

Remember expiration of enlistment is done on a **day for day** basis. So when you need to round up the days to months to make a real date, subtract the number of days that belong to that particular month. For example: if your computation came out as 92 07 43 you would subtract 31 days from the days column (July has 31 days) and add the remainder to the next month. So 92 07 43 would convert to 92 08 12.

Continued on next page

Expiration of Enlistment, Continued

Extensions

When computing an expiration of enlistment based on an extension or reextension, always use the date the extension begins, add the period of the extension, and then subtract 1 day to arrive at the new expiration date.

- For extensions, the start date is the date following the normal date of expiration of enlistment.
- For reextensions, the start date is the date following the expiration of enlistment as previously extended.

Example Extensions

PS2 Caldwell enlisted in the Coast Guard Reserve on 29 February 1988 for 08 years. He extended on 29 February 1996 for 4 years.

- Step 1 - Determine date of entry into Coast Guard

88 02 29

- Step 2 - Plus term of enlistment

88 02 29 Date of entry (Enlistment)
+ 08 00 00 Term of enlistment
96 02 29

- Step 3 - Minus 01 day

96 02 29
- 01 Day
96 02 28 Normal expiration of enlistment

- Step 4 - Add term of first extension and subtract 1 day

96 02 29 First extension start date (day after original or adjusted
+ 04 00 00 expiration of enlistment) Plus term of extension.
00 02 29
- 01 Minus 01 day
00 02 28
2000 FEB 28 New expiration of enlistment

Continued on next page

**APPENDIX C
COMPUTATION OF SERVICE**

Expiration of Enlistment, Continued

**Example
Extension
continued**

HS2 Hernandez enlisted in the Coast Guard on 31 October 1989 for 04 years. She extended on 31 October 1993 for 2 Years, reextended on 31 October 1995 for 8 months, and is reextending on 1 July 1996 for 4 months.

- Step 1 - Determine date of entry into coast Guard.

89 10 31 Date of entry (Enlistment)

- Step 2 - Plus term of enlistment.

89 10 31 Date of entry (Enlistment)
+ 04 00 00 Term of enlistment
93 10 31

- Step 3 - Minus 01 day

93 10 31
- 01 Day
93 10 30 Normal expiration of enlistment

- Step 4 - Add term of first extension and subtract 1 day

93 10 31	First extension start date (day after original or adjusted expiration of enlistment)
+ 02 00 00	Plus term of enlistment
95 10 31	
- 01	Minus 01 day
95 10 30	New expiration of enlistment

- Step 5 - Add term of first reextension and subtract 1 day.

95 10 31	First reextension start date
+ 00 08 00	Plus term of reextension
96 06 31	
- 01	Minus 01 day
96 06 30	New expiration of enlistment

- Step 6 - Add term of second reextension and subtract 1 day.

96 07 01	First reextension start date
+ 00 04 00	Plus term of reextension
96 11 01	
- 01	Minus 01 day
96 11 00	Convert to a real date
96 10 31	
96 Oct 31	Final expiration of enlistment date

Continued on next page

Expiration of Enlistment, Continued

**Example
Extensions
continued**

MK2 Williamson enlisted in the Coast Guard on 29 March 1988 for 04 years. He extended on 29 March 1992 for 2 years and 2 months, reextended on 29 May 1994 for 09 months, and is reextending on 1 March 1995 for 2 months.

- Step 1 - Determine date of entry into Coast Guard

88 03 29

- Step 2 - Plus term of enlistment

88 03 29	Date of entry (Enlistment)
+ 04 00 00	Term of enlistment
92 03 29	

- Step 3 - Minus 01 day

92 03 29	
- 01	Day
92 03 28	Normal expiration of enlistment

- Step 4 - Add term of first extension and subtract 1 day

92 03 29	First extension start date (day after original or adjusted expiration of enlistment)
+ 02 02 00	Plus term of extension
94 05 29	
- 01	Minus 01 day
94 05 28	

- Step 5 - Add term of first reextension and subtract 1 day

94 05 29	First reextension start date
+ 00 09 00	Plus term of reextension
94 14 29	
- 01	Minus 01 day
94 14 28	Convert to a true date to arrive at the new
95 02 28	Expiration of enlistment

- Step 6 - Add term of second reextension and subtract 1 day

95 03 01	First reextension start date
+ 00 02 00	Plus term of reextension
95 05 01	
- 01	Minus 01 day
95 05 00	Convert to a true date
95 04 30	
95 Apr 30	Final expiration of enlistment date

Creditable Sea Duty

Introduction

Computation of creditable sea duty is similar to computation of creditable service:

- Consider all months on a 30-day basis. The 31st day of the month does not count **unless** the member serves less than 30 consecutive days.
- Calculate deductible time on a 30-day basis same as deductible time for pay purposes.
- Count TAD on a day for day basis.

Note: To compute TAD use procedure table #10 located in section E (quick reference tables).

- Creditable sea duty terminates on the 30th calendar day at 2400 after departure on TAD.
- Leave taken in conjunction with TAD is counted as creditable sea service provided the member was entitled to sea pay/time at the start date of the leave. (for periods of TAD which do not go over 30 days)
- TAD to a qualifying sea pay vessel from a shore unit is creditable sea duty regardless of length of time aboard vessel.
- Time spent enroute from one vessel to another is not creditable.

Continued on next page

Creditable Sea Duty, Continued

**Procedure
Table #9
Creditable Sea
Duty**

Use the following steps to compute Creditable Sea Duty.

Step	Procedure
1	List the date that the member departed the vessel. This is the ending date. If the ending date is the last day of the month and not the 30th, change it to the 30th.
2	Minus the date the member reported to the vessel. This is the beginning date. (Never Change)
3	Plus one day (01) for inclusive date.
4	Minus deductible time for pay purposes.
5	Minus any period of TAD after 30 calendar days.
6	Plus prior sea time.
7	Convert the results into full years, months and days.

Continued on next page

Creditable Sea Duty, Continued

Example #1

Member stationed on CGC STEADFAST from 15 March 1989 to 31 March 1990. Member had not deductible time. While on board member departed TAD to RESTRACEN Yorktown on 2 May 1989 and returned on 5 June 1989.

- Step 1 - List the date member departed the vessel.

90 03 31 Ending Date

- Step 2 - Minus the date member reported to the vessel.

30
90 03 31 Ending Date
89 03 15 Beginning Date
01 00 15

- Step 3 - Plus 01 day for inclusive date.

90 03 30 Ending Date
89 03 15 Beginning Date
01 00 15
+ 01 Inclusive Date
01 00 16 Creditable Sea Duty

- Step 4 - Minus deductible time. None in this example.

- Step 5 - Minus any period of TAD after 30 days.

89 05 31 Last day of month of departure
89 05 03 Day after departure
00 00 28
+ 01 Inclusive Date
00 00 29 days TAD in MAY
00 00 04 days TAD in JUN
00 00 33 Total days TAD
- 30 Maximum allowed days TAD creditable for Sea duty
= 03 days lost for TAD
01 00 16 Creditable Sea Duty
- 00 00 03 Lost from TAD
01 00 13 Total Creditable Sea Duty

Continued on next page

Creditable Sea Duty, Continued

Example #1 continued

- Step 6 - Plus prior sea time: None, in this example.
- Step 7 - Convert to full years, months, and days

01 Year 00 Months 13 Days

Example #2

In this example we will compute a TAD period when leave is involved

While on board the CGC DALLAS member departed TAD to Support Center New York on 13 March 1990 and returned on 29 April 1990. Member used 5 days leave en route to TAD unit.

- Step 1 - List date following departure on TAD
90 03 14 Day following date of departure
 - Step 2 - 5 Days leave used en route to TAD unit does not change TAD beginning date of 90 03 14.
 - Step 3 - Determine the last day of the month in the month member departed.
(Beginning date month)
90 03 31 Last day of month
 - Step 4 - Subtract the beginning date from the last day of month
90 03 31 Last day of month
- 90 03 14 Beginning Date
00 00 17
 - Step 5 - Plus 01 day for inclusive date
00 00 17
+ 01 Inclusive Date
00 00 18 Days TAD in March
-

Continued on next page

Creditable Sea Duty, Continued

Example #2
continued

- Step 6 - Add remaining days of TAD in the next month(s) up through prior date of return from TAD.

18	Days TAD in March
<u>+ 28</u>	Days TAD in April
46	Total days TAD

- Step 7 - Subtract days leave used en route from TAD unit to permanent unit (if applicable)

None in this example

- Step 8 - If total is 31 or more subtract any period of TAD over 30.

46	Total days TAD
<u>- 30</u>	Maximum allowed days TAD creditable for sea duty
16	Total days to deduct from sea duty.

**APPENDIX C
COMPUTATION OF SERVICE**

Quick Reference Tables

**Procedure
Table #1**

Step	Procedure
------	-----------

**Creditable
Service**

1	List the date of release from the Coast Guard or other Service. (Ending Date) If date of release is the last day of the month and other than the 30th change to the 30th.
2	Minus the date entered the Coast Guard or other Service. (Beginning Date) (Never Change)
3	Plus one day (01) for inclusive date.
4	Plus any prior military service. (if applicable)
5	Minus deductible time for Pay purposes.

**Procedure
Table #2**

Use the following steps in computing deductible time for Pay (30-day month basis computation).

**Deductible
time for Pay**

Step	Procedure
1	Determine the date of departure. This is the Beginning Date. (Never Change)
2	Determine the date prior to returning to full duty status. This is the Ending Date. If the ending date is the last day of the month and not the 30th, change it to the 30th.
3	Subtract the Beginning Date from the Ending Date.
4	Add 1 day for inclusive dates.

Comment

Procedure table #2 is used to compute deductible time for all 30-day month based computations (creditable service, pay base date, active duty base date, date of rank and creditable sea duty).

Continued on next page

**APPENDIX C
COMPUTATION OF SERVICE**

Quick Reference Tables, Continued

Procedure Table #3 Use the following steps in computing deductible time for Expiration of Enlistment when unauthorized absence happens within a single month.

Deductible time for Expiration of Enlistment (Single Month)	Step	Procedure
	1	Determine the date of departure. This is the Beginning Date. (Never Change)
	2	Determine the date prior to returning to full duty status. This is the Ending Date. (Never change)
	3	Subtract the Beginning Date from the Ending Date.
	4	Add 1 day for inclusive dates.

Procedure Table #4 Use the following steps in computing deductible time for Expiration of Enlistment when unauthorized absence happens within multiple months.

Deductible time for Expiration of Enlistment (Multiple Months)	Step	Procedure
	1	Determine the date of departure. This is the Beginning Date. (Never Change)
	2	Determine the last day of the month in the month the member departed. (Don't change to the 30th) Example - if departure date is 20 March the last day of the month would be 31 March.
	3	Subtract the Beginning Date from the last day of the month member departed. Example - 31 March minus 20 March is 11 days.
	4	Add 1 day for inclusive dates (omit if counting actual days on a calendar) Example - 11 days plus 1 inclusive day is 12 days
	5	Add remaining days of deductible time in the next month(s). (If any) Example - if member returned on 4 April the deductible days in April would be 3. 12 days from March plus 3 days from April equals 15 days total deductible time.

Continued on next page

**APPENDIX C
COMPUTATION OF SERVICE**

Quick Reference Tables, Continued

Procedure Table #5 Use the following steps in computing a pay base date.

Pay Base Date	Step	Procedure
	1	List the date of current entry into the Coast Guard.
	2	Subtract Prior Military Service (active & inactive)
	3	Add deductible time for pay (if any)
	4	If the result is not a date, convert to a true date using the 30 Day Rule or Date Conversion Chart

Procedure Table #6 Compute Active Duty Base Dates the same way as Pay Base Dates (except only active duty counts), as in computing months on a 30 day basis.

Active Duty Base Date	Step	Procedure
	1	List date member last entered on active duty.
	2	Subtract the amount of previous active duty or active duty for training. (Weekend drills for reserves do not count.)
	3	Add deductible time for pay (if any)
	4	If the result is not a date, convert to a true date using the 30-Day Rule or Date Conversion Chart

Continued on next page

**APPENDIX C
COMPUTATION OF SERVICE**

Quick Reference Tables, Continued

Procedure Table #7 Use the following steps in computing a new Date of Rank:

Date of Rank	Step	Procedure
	1	List the date of latest advancement or most current date of rank.
	2	Add deductible time for pay .
	3	If the result is not a true date, convert to a true date using the 30-Day Rule or Date Conversion Chart.

Procedure Table #8 Use the following steps in computing an Expiration of Enlistment:

Expiration of Enlistment	Step	Procedure
	1	Determine the date of entry into the Coast Guard
	2	Plus term of enlistment
	3	Minus 01 day
	4	Plus, if applicable, deductible time for expiration of enlistment. (day for day basis)
	5	If the result is not a true date, convert to true date using the day for day rule
	6	Plus, if applicable, term of extension
	7	Minus 01 day
	8	If the result is not a true date, convert to true date using the day for day rule
		Repeat steps 4,5,6,7, and 8, computing any reextensions and/or periods of deductible time

Comment Remember that deductible time for Expiration of Enlistment is on an actual calendar basis.

Continued on next page

Quick Reference Tables, Continued

Procedure Table #9 Use the following steps to compute creditable sea duty.

**Creditable
Sea Duty**

Step	Procedure
1	List the date that the member departed the vessel. This is the ending date. (Remember if the ending date is the last day of the month and not the 30th, change it to the 30th.)
2	Minus the date the member reported to the vessel. This is the beginning date. (Never Change)
3	Plus one day (01) for inclusive date.
4	Minus deductible time for pay purposes.
5	Minus any period of TAD after 30 calendar days.
6	Plus prior sea time.
7	Convert the results into full years, months, and days.

Remember Creditable sea duty is computed on a 30-day month just like creditable service.

Continued on next page

Quick Reference Tables, Continued

**Procedure
Table #10**

Use the following steps in computing Temporary Additional Duty for use in computing creditable sea duty. TAD is computed on a **day for day** basis.

**Temporary
Additional
Duty**

Step	Procedure
1	List the date following departure on TAD. Example - if date of departure TAD is 20 July, the date following departure is 97 07 21.
2	Add the number of days Leave used en route to the TAD unit (if any). The result will be the adjusted TAD start date. Example - 97 07 21 (date following departure day) + 4 (days leave taken enroute) 97 07 25 (adjusted TAD start date)
3	Determine the last day of the month, which the member departed. Don't change to the 30th. Example - if TAD beginning date were 25 July the last day of the month would be 31 July. (31 days in July)
4	Subtract the TAD beginning date from the last day of the month member departed. Example - 97 07 31 (last day of month) - 97 07 25 (TAD start date) 6 (number of days TAD in July)
5	Add 1 day for inclusive date. Example - 31 July minus 25 July = 6 + 1 = 7 days TAD in July
6	Add remaining days of TAD in the next month(s) up through the day prior to the return date. Member returns from TAD 30 August. Example - Since day prior to return date is 29 August, add 29 days to the 7 days from July for a total of 36 days.
7	In this example the total is over 30 days therefore the members sea pay/time will stop at 2400 on 97 08 23 and be restarted at 0001 on 97 08 30. (6 days subtracted from members creditable sea service)

Comments

Members are entitled to creditable sea service for periods of leave in conjunction with TAD if the member is drawing career sea pay/time upon commencement of that particular leave. Sea pay/time stops at 2400, the 30th day of TAD. If the member takes leave after sea pay/time has been stopped, there will be no credible sea service for that leave period. Once sea pay/time has stopped it will only resume upon reporting back to the vessel.

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**APPENDIX C
COMPUTATION OF SERVICE**

Creditable Sea Duty, Continued

Date Conversion Chart When your final computation is not a real date, use the 30 Day Rule to convert to a true date (Except in some cases involving February). When a computation ends in double zeros, use the Date Conversion Chart.

If Your Computation is:	Your Date Will Be
96 01 00	95DEC31
960200	96JAN31
960228	96FEB28
950229	95FEB29*
960230	96MAR01
960231	96MAR01
960300	96MAR01
960400	96MAR31
960500	96APR30
960600	96MAY31
960700	96JUN30
960800	96JUL31
960900	96AUG31
961000	96SEP30
961100	96OCT31
961200	96NOV30
960000	96NOV30
960001	95DEC01

Comment (*) If a pay base date computation ends as 29 February, leave as 29 February regardless if the year is a leap year. The year 1996 in the chart above is hypothetical. You can use this chart in any year.

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**APPENDIX C
COMPUTATION OF SERVICE**

Quick Reference Tables, Continued

The following chart can be used to count actual days in each month.

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1	1	1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9	9	9
10	10	10	10	10	10	10	10	10	10	10	10
11	11	11	11	11	11	11	11	11	11	11	11
12	12	12	12	12	12	12	12	12	12	12	12
13	13	13	13	13	13	13	13	13	13	13	13
14	14	14	14	14	14	14	14	14	14	14	14
15	15	15	15	15	15	15	15	15	15	15	15
16	16	16	16	16	16	16	16	16	16	16	16
17	17	17	17	17	17	17	17	17	17	17	17
18	18	18	18	18	18	18	18	18	18	18	18
19	19	19	19	19	19	19	19	19	19	19	19
20	20	20	20	20	20	20	20	20	20	20	20
21	21	21	21	21	21	21	21	21	21	21	21
22	22	22	22	22	22	22	22	22	22	22	22
23	23	23	23	23	23	23	23	23	23	23	23
24	24	24	24	24	24	24	24	24	24	24	24
25	25	25	25	25	25	25	25	25	25	25	25
26	26	26	26	26	26	26	26	26	26	26	26
27	27	27	27	27	27	27	27	27	27	27	27
28	28	28	28	28	28	28	28	28	28	28	28
29		29	29	29	29	29	29	29	29	29	29
30		30	30	30	30	30	30	30	30	30	30
31		31		31		31	31		31		31

NOTE: You need to add the 29th to February when a leap year occurs.
